



U.S. General Services Administration

# Federal Acquisition Service

NITCP Addition to RBA

*GSA Users Training Module*

# NITCP Addition to RBA – Training Overview

**Description:** This training module will provide an overview of the addition of the National IT Commodity Program (NITCP) to the Regional Business Application (RBA).

**Navigation:** If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the “Backspace” key to go back. If the tutorial opens in the PowerPoint application, click on “F5” to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the “Backspace” key.



## Federal Acquisition Service

# Purpose

After completing this training you will understand:

- NITCP Addition to RBA project background
- Which systems comprise RBA
- High level RBA workflow
- RBA user types and roles



## Federal Acquisition Service

# Background

- National IT Commodity Program (NITCP) is a GSA program that was created in March 2011. This division is responsible for procuring IT commodities and ancillary (related and integral) services for eligible GSA, Federal agencies, state and local agencies worldwide.
- Previously, National IT Commodity Program (NITCP) orders were processed using Region 04 Expanded Services.



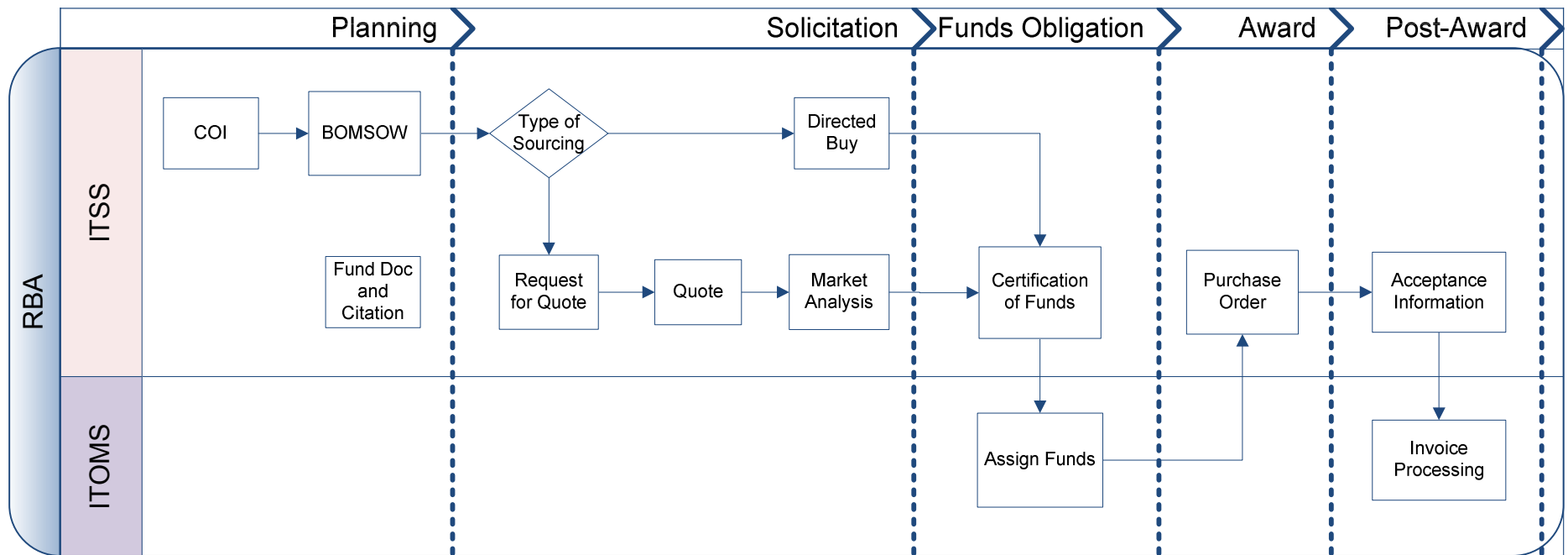
## Federal Acquisition Service

# Adding Region 40

- With the deployment of this project:
  - NITCP orders are processed as Region **40**. Region 40 orders:
    - Have the same workflow that is used by the other AAS regions
    - Use Program Type (Budget Activity): National IT Commodity (NITCP/FQ)
  - NITCP orders created as Region 04 Expanded Services will not be migrated.
  - Region 40 flat file data is sent to Finance as Region 04.

# Changing Region 04 to 40

- For NITCP orders created (but not awarded) prior to project deployment, Region 04 orders can be changed to Region 40 on the COI.
- Region field is **editable** until the following workflow steps:
  - Directed Buy is submitted or
  - RFQ is open or
  - Market Analysis is created
- Region field is **unlocked for editing** if the following actions are performed:
  - Directed Buy is rejected or
  - RFQ is closed (before Market Analysis has been created) or
  - Market Analysis is rejected





## Federal Acquisition Service

# Registration

- Existing Region 04 GSA NITCP users are granted access to the new Region 40.
  - For some users, their home Region has been moved from Region 04 to Region 40.
- Existing NITCP users will remain in their Region 04 groups to allow completion of their outstanding Region 04 orders.
- Existing NITCP users have the same permissions under Region 40 as they had under Region 04 unless GSA specifically requested removing or adding permissions.




## Federal Acquisition Service

# RBA Applications Overview: ITSS

- **IT-Solutions Shop (ITSS)** is the primary application used by GSA Regional employees to setup orders, establish funding, publish solicitations, award purchase orders, and provide invoice acceptance.
- **ITSS** enables GSA users to conduct procurement solicitation activities in a virtual environment. Strict workflow controls exist in the system that maintain the integrity of the procurement process.



# IT-Solutions Shop (ITSS) Landing Page

**U.S. General Services Administration  
AAS Business Systems Portal**

IT-Solutions

ITOMS

Welcome George GSA!

AA SBS Helpdesk: 877-472-4877  
AASBS.helpdesk@gsa.gov

Welcome OrdersFundingRegistrationContracts

## IT-Solutions Shop

**Welcome to the IT-Solutions Shop**

IT-Solutions Shop (ITSS) is an online, web-based purchase order system designed to facilitate the development of delivery and purchase orders within FAS programs. ITSS provides convenient access to a centralized work environment where orders are submitted, processed, and awarded.

**Need Assistance?**

Technical Support and Registration  
Call: (877) 472-4877  
Email: [AASBS.helpdesk@gsa.gov](mailto:AASBS.helpdesk@gsa.gov)

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**Program Information :** [Assisted Acquisition Service](#), [GSA - GWACS](#), [Office of Integrated Technology Services](#), [Agency-wide Interagency Agreement](#)

**ITSS Quick Links**

Go to a Specific Order in  
Integrated:    
[Create New Order](#)  
[View Orders by Order ID](#)  
[View Orders by ACT Number](#)  
[View Funding Documents](#)  
[Go to Legacy](#)

**ITSS Action Items**

<<-- View Action Items -->>   
Showing 1 - 20 of 98 results.  
Items per Page  Page  of 5

Action Item Link
<a href="#">5TI69100248-002 FPDS-NG Form: Not Submitted</a>
<a href="#">ID07120909-000 Directed Buy - Revision 00</a>
<a href="#">Pending Purchase Order by GSA</a>
<a href="#">ID07120713 CSR Acknowledgment Requested</a>
<a href="#">ID07120713 CSR Acknowledgment Requested</a>
<a href="#">ID07120713 CSR Acknowledgment Requested</a>
<a href="#">ID07120713 CSR Acknowledgment Requested</a>

**System Announcements**

**ITSS Reports**

**RBA Task Overview Report**  
Please enter an Order ID:

**FAS RBA Customer Funding Statement**  
Please enter a Funding Document number:

**RBA Small Business Invoice Report**

9




## Federal Acquisition Service

# RBA Applications Overview: ITOMS

- **The Integrated Task Order Management System (ITOMS)** is the application used by the Financial Services Center (FSC) to obligate funding to specific task orders. It is also the means by which GSA can generate accruals, process invoices, and transmit necessary data to GSA Finance.
- **ITOMS** gives GSA users the ability to verify funds and obligate them to a specific task order, prior to the purchase order award.

# ITOMS Landing Page

**U.S. General Services Administration  
AAS Business Systems Portal**


Welcome George GSA!

AASBS Helpdesk: 877-472-4877  
AASBS.helpdesk@gsa.gov


IT SolutionsITOMS

WelcomeOrdersFundingsInvoicesReportsFlat FilesDemographic Data


## Integrated Task Order Management System

**Welcome to the Integrated Task Order Management System**

The primary role of ITOMS, for the General Service Administration (GSA), is the automated management of customer funding control data and financial management data.

**My Options**

[My Orders](#)  
[My Funding](#)  
[My Clients](#)  
[My Employees](#)  
[My Regions](#)

**System Announcements**

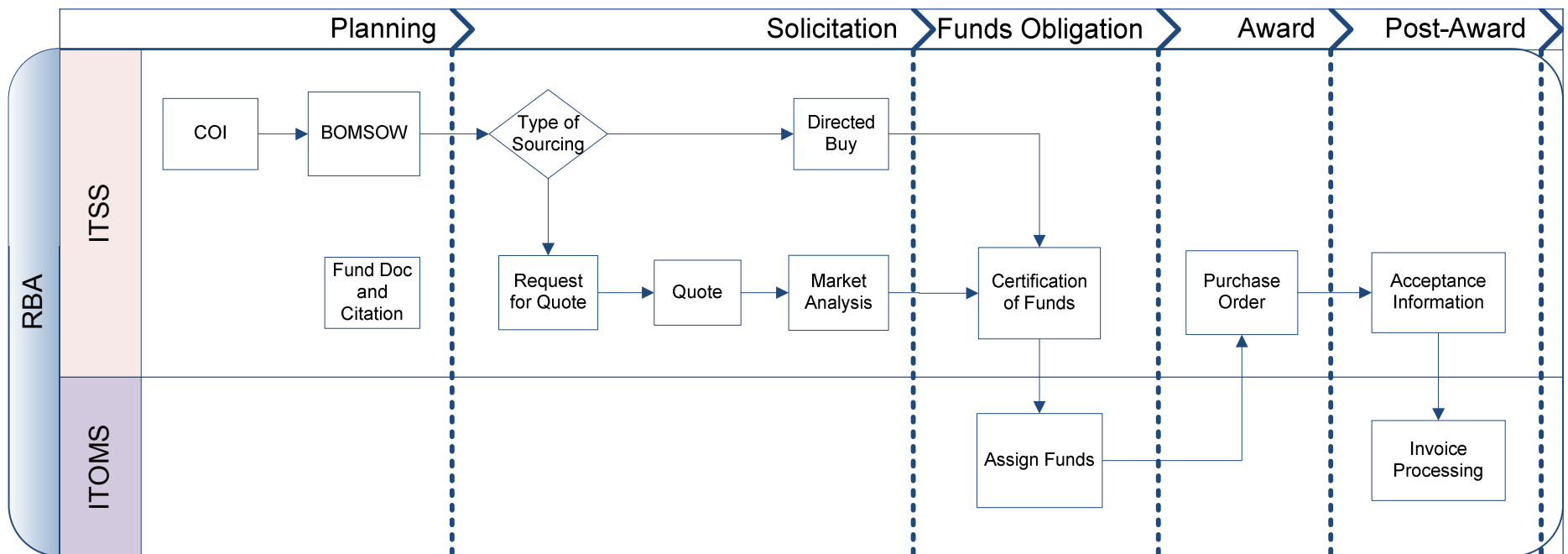
[Entries](#)

**Action Folders**

[Assign Order Funding](#)  
[Evaluate POP/Accrual Date](#)  
[View NEAR Validation Errors: Orders](#)  
[View NEAR Validation Errors: Funds](#)  
[Generate Monthly Accruals](#)  
[Certified Invoices](#)  
[Pending BFY Orders](#)

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[Privacy Statement](#)

# RBA Workflow





## Federal Acquisition Service

### User Types and Roles

- There are 3 main user types:

**GSA users:** users who manage client orders in ITSS

- CSR – Customer Service Representative
- FM – Funds Manager
- CO – Contracting Officer

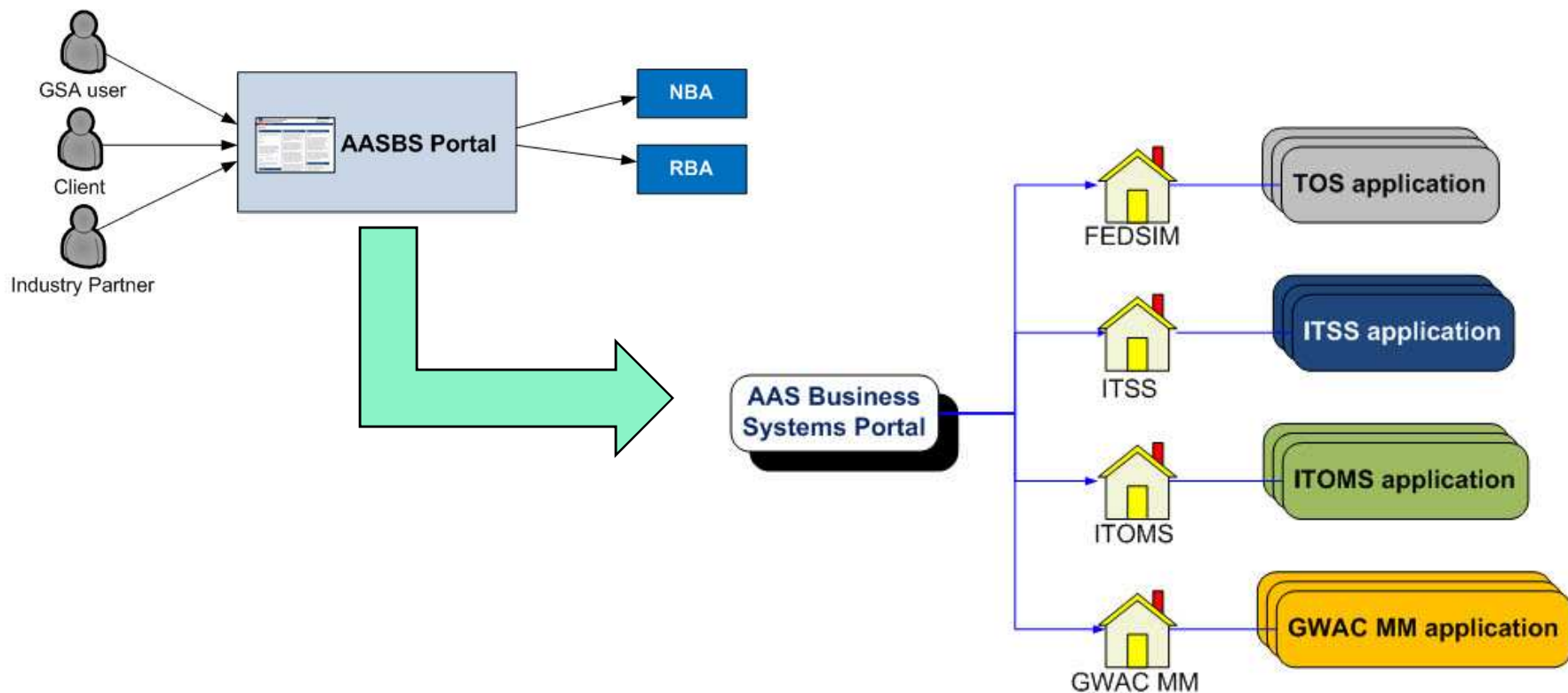
**Clients:** users requesting goods and services

**Contractors (aka Vendors, Industry Partners):** users providing goods and services

- User privileges and functionality differ depending on the user type and role. User privileges are covered in detail within each specific module.

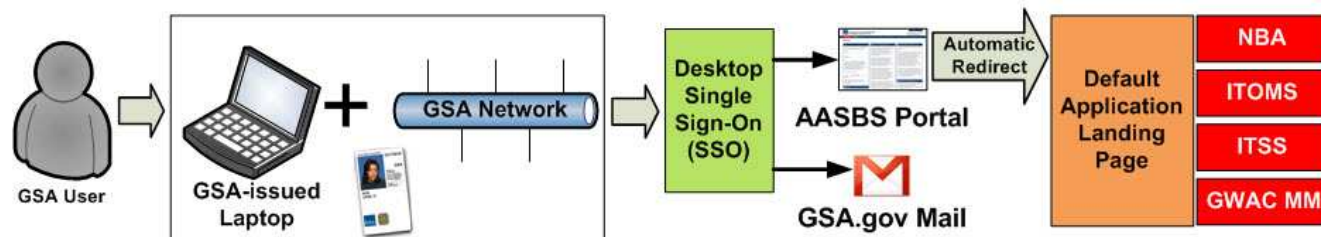
# Logging in via the AASBS Portal

- A single entry point to the NBA and RBA for all GSA Users, Clients, and Industry Partners

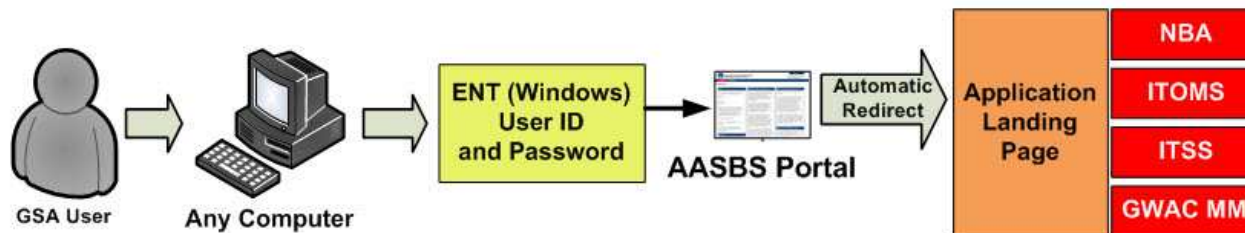


# GSA Users Can Login Using Single Sign-On

- SSO = GSA-issued laptop + GSA Network  
No need to manually enter credentials



- No GSA laptop or GSA network? Then manually enter your ENT (Windows) user ID and password to login.



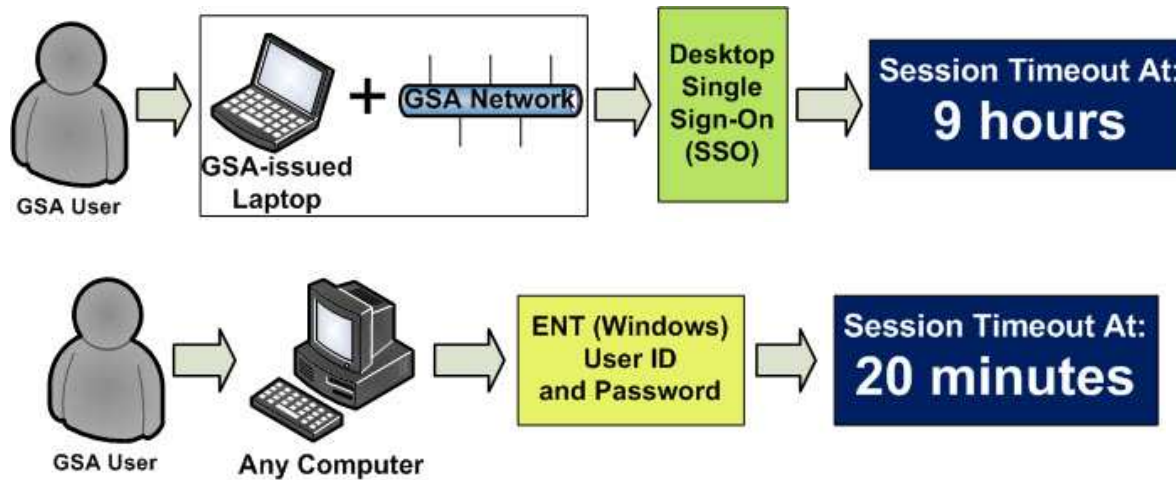


# Important Security Policies

- Your AASBS account will be locked if you have 5 consecutive failed login attempts. You must call the Helpdesk to unlock your account.



- If you are inactive for a set amount of time, your session will timeout and the system will automatically log you out of the system





# Portlets & Reports Portlet

- Portal Login & application 'Landing Pages' each have unique portlet content.
- A Reports portlet is now available to NBA GSA users, RBA GSA users, RBA Clients, and RBA Contractors.
- Reports portlet allows users to access to real-time, on-demand reports.

Role / Report	NBA Task Overview	RBA Task Overview Report	FAS Customer Funding Statement	RBA Small Business Invoice Report
FEDSIM	Report contains less data than RBA report	n/a	n/a	n/a
RBA GSA User	n/a	Full Report	Full Report	Full Report
Client	No Access	Full Report	Full Report	No Access
Industry Partner	No Access	Limited Report	No Access	No Access

**FEDSIM Reports**

**NBA Task Overview Report**

Please enter an ACT Number:

[View Report](#)

**ITSS Reports**

**RBA Task Overview Report**

Please enter an Order ID:

[View Report](#)

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**FAS RBA Customer Funding Statement**

Please enter a Funding Document number:

[View Report](#)

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**RBA Small Business Invoice Report**

Region 40

[View Report](#)



## Federal Acquisition Service

### **The following items require Helpdesk intervention:**

- Resetting an Invoice
- Reopening orders that are marked complete
- Missing buttons
- General system issues or non-responsiveness



## Federal Acquisition Service

### Help Desk Assistance Contact Information

- Online: <https://web.itss.gsa.gov/it-sol/feedback.nsf/>
- Email: [AASBS.helpdesk@gsa.gov](mailto:AASBS.helpdesk@gsa.gov)
- Phone: 877-472-4877

### Help Desk Supervisory Process & Contact Information

- User survey review rate – 100%. Reviews identify:
  - Excellence in customer service
  - Opportunities for improvements
- Email: [kevin.mcginbey@gsa.gov](mailto:kevin.mcginbey@gsa.gov) – or – [kmcginbey@techflow.com](mailto:kmcginbey@techflow.com)
- Office Phone: 858-412-8023
- Cell: 858-922-7398



## Federal Acquisition Service

### Questions & Support

- For questions regarding AAS Policy please contact [randy.matlack@gsa.gov](mailto:randy.matlack@gsa.gov) or [robert.niewood@gsa.gov](mailto:robert.niewood@gsa.gov)
- For questions regarding the NITCP Addition to RBA Project Background training module please contact RBA Technical Support:

Phone: 877-472-4877

Email: [AASBS.helpdesk@gsa.gov](mailto:AASBS.helpdesk@gsa.gov)

